

Buildings & Grounds Committee

Tuesday, April 4, 2023 4PM 40 McMaster Street, Ballston Spa, NY

Chair: Matthew Veitch

Members:

Philip Barrett Eric Connolly Diana Edwards John Lant Scott Ostrander -vc

Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the February 7, 2023 meeting.
- III. Amending the contract with CPL in the amount of \$55,000 for additional services related to the Facilities Study and amending the budget in relation thereto Chad Cooke, Public Works
- IV. Executive Session: Discussion regarding the proposed acquisition, sale or lease of real property
- V. Other Business
- VI. Adjournment



SARATOGA COUNTY

AGENDA ITEM REOUEST FORM

TO: Steve Bulger, County Administrator Ridge Harris, Deputy County Administrator Michelle Granger, County Attorney Therese Connolly, Clerk of the Board Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Public Works

DATE: March 24, 2023

COMMITTEE: Buildings & Grounds

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

AUTHORIZING AN AMENDED AGREEMENT WITH CPL ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECT AND SURVEYOR, DPC FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE COUNTY'S FACILITIES ASSESSMENT STUDY, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

3. Specific Details on what the resolution will authorize:

Requesting a resolution to amend CPL's contract in the amount of \$55,000 for additional services to evaluate a third option for the Facilities Assessment Study including detailed phasing and parking considerations.

This column must be completed prior to submission of the request.

County Attorney's Office Consulted Yes

If yes,	udget Amendment , budget lines and i oudget amendments	County Administrator's Office Consulted Yes			
		nts for impacted budget lin more than four lines are imp			
Revenu	ue				
Accou	nt Number	Account Name	Amo	ount	
Expens	se				
Accou	nt Number	Account Name	Am	ount	
F 1F				1122 1	
		ble): (Increase = additional		ase = additional exper	nses)
	rease A-0599.B / unt: \$55,000	Appropriated Fund Balan	ce-Budgetary		-
Iden Oth	atify Budget Impac	(Required):			
Oth					
a.	-	ted See above			
b.	Budget year im	pacted 2023			
c.	Details				
	The contract a the amount of	amendment will require a \$55,000.	ın appropriatio	n from fund balance	in

YF	ES or NO (If yes, provide details)	Human Resources Consulted No				
a. I						
h I						
0. 1	- · · — —					
	Appointed position:					
	Term					
c. I						
	Is this position currently vacant? Y N					
	Is this position in the current year compensation plan?	Y LN				
Does th	is item require the awarding of a contract: Y V N	Purchasing Office Consulted				
a.	Type of Solicitation	No				
b.	Specification # (BID/RFP/RFQ/OTHER CONTRACT #)					
c.	c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?					
d.	Vendor information (including contact name):					
e.	Is the vendor/contractor an LLC, PLLC, or partnership:					
f.						
	a. I b. I Does th a. b. c. d.	a. Is a new position being created? Y N Effective date Salary and grade b. Is a new employee being hired? Y N Effective date of employment Salary and grade Appointed position: Term c. Is this a reclassification? Y N Is this position currently vacant? Y N Is this position in the current year compensation plan? Does this item require the awarding of a contract: Y N a. Type of Solicitation b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #) c. If a sole source, appropriate documentation, including an ur submitted and approved by Purchasing Department? d. Vendor information (including contact name): e. Is the vendor/contractor an LLC, PLLC, or partnership: f. State of vendor/contractor organization: g. Commencement date of contract term: h. Termination of contract date: i. Contract renewal date and term: k. Is this a renewal agreement: Y N				

8.	Is a gra	ant being accepted: ☐ YES or ✓ NO	County Administrator's Office Consulted No				
	a.	Source of grant funding:					
	b.	Agency granting funds:					
	c.	Amount of grant:					
	d.	Purpose grant will be used for:					
	e.	Equipment and/or services being purchased with the grant:					
	f.	Time period grant covers:					
	g.	Amount of county matching funds:					
	h.	Administrative fee to County:					
9.	Support	ting Documentation:					
		Marked-up previous resolution					
	No Markup, per consultation with County Attorney						
		Information summary memo					
	\checkmark	Copy of proposal or estimate					
		Copy of grant award notification and information					
		Other					
10.	Rema	arks:					



March 24, 2023

Mr. Chad M. Cooke, P.E. Commissioner Saratoga County Department of Public Works 3654 Galway Road Ballston Spa, NY 12020

RE: AMENDMENT PROPOSAL #2 Facility Assessment Study, 22-SCFAS-1

Dear Chad:

In accordance with our discussions, we are pleased to submit a proposal for additional services related the ongoing Facility Assessment Study.

It is our understanding that the County has re-assessed the first two space planning options, and is requesting the evaluation of a third option. The third option may involve more detailed phasing and parking considerations than the first two options.

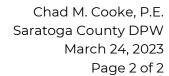
Scope of Work

Based on our understating of the project needs, we anticipate the following scope of work to be added to the existing Agreement.

- Preparation of revised options for County consolidation and growth
- Site development options for parking
- Meeting with NYS Office of Courts Administration
- Two rounds of review with county leadership
- Cost Estimating
- Preparation of new summary presentation materials
- Draft Review
- Buildings and Grounds Committee presentation
- Revise per B&G comments
- Final Presentation

Schedule

We project that the process outlined above will run from April through August with B&G in September. Final documentation to be delivered by year end 23.





Fee Proposal

CPL will provide the Scope of Work described above for a Lump Sum Fee of \$55,000.

We appreciate the opportunity to submit our proposal for this additional work, and we and look forward to assisting you as needed. If you have any questions or require additional information, please contact me at (518) 915-7444.

Very truly yours,

CPL

Matthew T. Smullen, P.E.

Mankey T. Smiller

Principal